

Minnesota State Arts Board – FY 2016 Grants Contract Amendment Instructions

Revised October 12, 2015

STEP 1: Contact the Program Officer

As soon as you think a contract amendment might be required, call or email the Program Officer for your program to discuss proposed changes. This is an important first step before submitting a contract amendment request. Contact information is available in the “Contact Us” section of the Arts Board Web site. Contract amendments require multiple approvals from within the Arts Board and can take up to thirty days to process. No changes can be made to your project until you are notified that the amendment has been approved.

STEP 2: Prepare Materials

If the contract amendment request includes financial information (budget) revisions, the Arts Board recommends that you prepare a spreadsheet of the proposed changes in advance. Refer to your original, contracted budget to ensure that you know which line items may require changes. Balanced budgets are required in all Arts Board project programs; make sure that total revenues equal total expenses in your revised budget. This step will minimize errors, and allow you to easily enter the changes into the amendment financial information form.

If the contract amendment includes proposed changes to the contracted artists involved in the project, gather artist qualification materials for attachment to the amendment request form. Artist qualification materials vary slightly by program; however, all include artistic resume and work sample.

STEP 3: Enter Contract Amendment Request in WebGrants

Creating the Amendment

1. Log in to WebGrants.
2. Click “My Grants” on the main menu.
3. Click the blue title of the grant to be amended.
4. Click “Contract Amendments” in the component list.
5. In the next step:
 - Use the **Project Revision** contract amendment type to request changes that **do not** affect the project budget.
 - Use the **Budget Revision** contract amendment type for changes that include adjusting the budget.
6. Click “ADD” to create a new amendment
 - a. Enter a title for the contract amendment.
 - b. Select the appropriate contract amendment type.
 - c. Click “Save.”
 - d. Click “Return to Components.” The amendment components list will be displayed. The information just entered will be in the General Information form, and can be edited if needed.

Describe the Changes

7. Click the blue “Amendment Request” component name.
8. Click “Edit” if needed (the form will open in Edit mode on first entry).
9. In the Amendment Request Description box, describe the proposed contract changes clearly and succinctly providing Arts Board staff with information to fully understand what will change and why the change is needed. If artist(s) specified in the contract will be replaced, list both the current and proposed artist(s) in this narrative description.

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10. If requesting an extension on the project date, enter the new ending date in Extension Date field, being sure to indicate the day, month and year. Sign the form, selecting the authorized official name from the drop-down list.
11. Click “Save.” Now the form is ready for you to attach any supplemental materials and enter budget change details.
12. If there are no fiscal agent, artist qualification or budget changes needed in the amendment, click “Mark as Complete;” go to “Submitting the Budget,” step 20.

Attaching Supplemental Materials

Fiscal Agent Information

If there is no change to the fiscal agent, or if the project does not have a fiscal agent, skip this section.

13. If the fiscal agent on the contract is changing, the new fiscal agent agreement and the new fiscal agent IRS 501(c)(3) letter of determination need to be attached to the form. This can be done when the form is in view mode by clicking on the icon with the green plus sign, and selecting the files from your computer for attachment. Attach PDF files only.

Artist Qualification – Attachments

If there is no change in the project’s artists, skip this section.

14. If the amendment request includes replacement artists, you must submit artist qualification materials for each proposed replacement artist. The materials required for each replacement artist(s) qualification are listed under the Artist Qualification heading on the WebGrants form. To attach these materials, click “Add” on the far right of the Artist Qualification – Attachments section bar. Then follow the steps below to **attach each required document for each proposed new artist**.
 - a. Select Attachment Type from the drop-down list.
 - b. Enter a description of the attachment.
 - c. Click Save.
 - d. Click the green plus sign in the new row to attach the specified file.
 - e. Repeat steps 14.a – 14.d for each attachment.
15. If there are no budget changes needed in the amendment, click “Mark as Complete;” go to “Submitting the Amendment,” step 20.

Budget Changes

16. Click the blue “Financial Information” component name.
17. Click “Edit” if needed (the form will open in Edit mode on first entry).
18. The current budget amounts for the grant are copied into the Current fields for each line item. The Amended fields will all be zero. For each line item:
 - a. If no change is being requested for the line item, enter the Current amount into the Amended field.
 - b. If there will be a proposed change for the line item:
 - i. Enter the new amount in the Amended field.

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- ii. Describe the change in the Variance Narrative text box. The description can be up to 1000 characters.
- 19. When all line items and descriptions have been entered, click Save.
 - a. For each line item, the program will calculate:
 - i. The line item's percentage of either total cash revenue or total expense.
 - ii. The variance between current and amended amounts.
 - iii. The percentage of variance.
 - b. **This is the important part!** Look at the amended amounts in the Validate Financial Information section. The program calculated overall totals and percentages. **Make sure that:**
 - i. The **difference** between total project revenue and expenses is zero. If the difference is zero, your proposed budget is balanced.
 - ii. The percentage of Arts Board and regional arts council funding is equal to or lower than the maximum allowed.
 - iii. The grantee cash match percentage is greater than or equal to the minimum needed.
 - c. If the three statements in step 19.b are correct, click Mark as Complete; if not, make the necessary corrections (go back to step 16).

Submitting the Amendment

- 20. Click "Submit." This will send the contract amendment proposal to the Arts Board for review and approval.

For Help

For assistance with WebGrants forms and technical considerations, contact apply@arts.state.mn.us.

For assistance with content or what materials to submit, contact the Program Officer for your program.

What Happens Next?

Arts Board staff will contact you if there are any questions regarding your request. You will receive an alert from the WebGrants system when a decision has been made to approve or deny the request.